STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBERS 104 AND 404 NEW CASTLE, INDIANA

January 1, 2003 to December 31, 2003

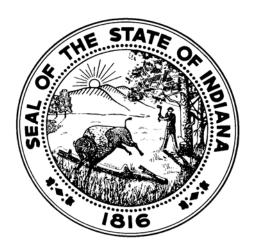


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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Mrs. Karen Ferrell	01-01-03 to 12-31-04



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> Telephone: (317) 232-2513 Fax: (317) 232-4711 Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 104 and 404 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 19, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBERS 104 AND 404 NEW CASTLE, INDIANA SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS January 1, 2003 to December 31, 2003

	N	Branch umber 104	_	ranch nber 404	(Me	Totals emorandum Only)
Collections:						
Registrations	\$	3,855,607	\$	499,412	\$	4,355,019
Titles		625,480		81,997		707,477
Drivers Licenses		136,412		19,185		155,597
Watercraft		174,546		15,090		189,636
Miscellaneous		1,139		281		1,420
Totals	\$	4,793,184	\$	615,965	\$	5,409,149
	-				-	
Distributions:						
State Fees	\$	1,678,008	\$	222,720	\$	1,900,728
County Tax		2,654,688		330,550		2,985,238
Commission Fees		460,488		62,695		523,183
Totals	\$	4,793,184	\$	615,965	\$	5,409,149

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBERS 104 AND 404 NEW CASTLE, INDIANA NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Satellite Branch

This report contains financial and statistical information for both New Castle License Branch Number 104 and Knightstown License Branch Number 404. Knightstown License Branch Number 404 is a satellite branch of New Castle License Branch Number 104. The Knightstown Branch has limited hours of operation and all personnel and support is provided by the New Castle Branch.

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBERS 104 AND 404 NEW CASTLE, INDIANA STATISTICAL INFORMATION January 1, 2003 to December 31, 2003

Transactions Processed	Branch Number 104	Branch Number 404	Totals (Memorandum Only)
Vehicle Registrations:			
Passenger	21,786	2,633	24,419
Motorcycle	1,131	110	1,241
RV (Housecar)	623	63	686
Light Truck	9,951	1,357	11,308
Other Truck	315	40	355
Farm Truck	229	56	285
Tractor	66	14	80
Trailer	3,688	548	4,236
Semi-Trailer	227	27	254
School and Church Bus	66	-	66
Other Bus	2	-	2
Other	39	1	40
Total Vehicle Registrations	38,123	4,849	42,972
Drivers Licenses and Permits:			
Drivers Licenses/Learners Permits	5,959	904	6,863
CDL Licenses/CDL Permits	301	19	320
Placards	854	114	968
Other	3,737	508	4,245
Total Drivers Licenses and Permits	10,851	1,545	12,396
Titles:			
Vehicles	12,344	1,732	14,076
Watercraft	165	22	187
Takel Tiller	40.500	4 75 4	44.000
Total Titles	12,509	1,754	14,263
Total Watercraft Registrations	3,324	245	3,569

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBERS 104 AND 404 NEW CASTLE, INDIANA EXIT CONFERENCE

The contents of this report were discussed on October 19, 2004, with Mrs. Karen Ferrell, Branch Manager. Our examination disclosed no material items that warrant comment at this time.